



NURSE CHIEF

CHARACTERISTICS OF WORK:

This is supervisory and administrative work involving the direction of a large nursing staff which identifies and treats human responses to actual or potential health problems. The work includes such services as case finding, health teaching, health counseling, and providing care supportive to or restorative of life and well-being. Incumbents allocated to this occupational class are either charged with statewide nursing responsibilities, a large geographic area of nursing responsibilities, or supervise a total nursing program in a large hospital with minimum beds. General directives are received from an administrative superior.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in nursing and licensure as required below;

AND

Experience:

Seven (7) years of experience in nursing, of which at least three (3) years must have been in management, administration, or consultation and two (2) years of which must have included line or functional supervision.

OR

Education:

Graduation from a state approved nurse practitioner program with credentials (certification);*

AND

Experience:

Seven (7) years of experience in nursing as a Registered Nurse/Nurse Practitioner, of which three (3) years must have been in management, administration, or consultation and two (2) years of which must have included line or functional supervision.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in nursing and licensure as required below;

AND

Experience:

Eight (8) years of experience in nursing, of which three (3) years must have been in management, administration, or consultation and two (2) years of which must have included line or functional supervision.

OR

Education:

A three-year diploma or two-year Associate Nursing Degree and licensure as required below;

AND

Experience:

Nine (9) years of experience in nursing, of which at least three (3) years must have been in management, administration, or consultation and two (2) years of which must have included line or functional supervision.

Certification/Licensure Requirements:

Must be licensed to practice as a Registered Nurse and/or Nurse Practitioner in the State of Mississippi.

Required Documentation:

Applicant must attach a valid copy of his/her licensure to practice as a Registered Nurse in the State of Mississippi.

* Must possess approved certificate in area of practice.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to walk; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to stand; sit; and climb or balance.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and

effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork. Continuously evaluates and adapts, copes effectively with change. Allows self and others to make mistakes and learns from those mistakes. Adheres to high ethical standards. Involved in professional organizations.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement. Models appropriate behavior. Recognizes and develops potential in others, leads others to life-long learning by example.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Communication: Shares information in writing or verbally.

Concisely and correctly answers questions and/or conveys information to patients, administration, visitors, co-workers, and/or other disciplines. Asks appropriate questions to gain information to patients or provide information to patients, visitors, co-workers, administration, and other entities. Participates effectively in meetings, seminars, and training sessions. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Communicates information in a courteous manner without invoking anger. Communicates with patients to establish and maintain therapeutic relationships. Actively participates in the planned treatment programs and activities to gain and provide information pertinent to patient treatment.

Patient Care: Supervises routine patient care to patients ensuring that all therapeutic treatments/regimes are

delivered safely, timely, and accurately as ordered in accordance and compliance with appropriate policies and procedures.

Coordinates the development, interpretation, and implementation of standards of nursing practice within the area of practice. Coordinates and participates in the determination of conditions, resources, and policies essential to delivery of nursing care services within the area of practice. Records, reports, and interprets clients' responses and collaborates with appropriate members of the health team. Interprets philosophy and objectives of agency and nursing department to clients, families, and other groups.

Professional Maturity: Maintains professional attitude and appearance in relating to all customers by adhering to the values of trust, respect, teamwork, communication, and commitment.

Is responsible and a reliable team member. Appears well groomed, maintains personal hygiene, and adheres to dress code. Practices guest relations at all times. Participates in activities that reflect positively upon the agency or profession.

Technical Competence: Maintains current competency in nursing practice.

Completes orientation requirements. Completes annual clinical competency procedures. Completes required yearly in services. Submits license on or before renewal date.

Safety: Works to ensure a safe and therapeutic environment for patients, visitors, and employees.

Recognizes/communicates and takes action to prevent/reduce risk to patient's health. Observes universal precautions and infection control policies. Verbalizes location and operation of emergency equipment or uses it appropriately in emergencies. Maintains CPR certification.

Nursing Administration/Supervision: Directs/facilitates nursing practice in assigned area.

Plans and conducts meetings with staff and management. Ensures completion of performance appraisals. Ensures standards of care are maintained. Collaborates with others to achieve organizational goals. Provides a teaching atmosphere conducive to the learning of new concepts and skills.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Exhibits the ability to work through challenges and create opportunities. Has the ability to work through adversity and hold self and others accountable for work actions. Takes risks appropriate to ones' level of responsibility. Acts as a settling influence in a crisis. Emulates proven leaders.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Communicates organizational vision and understands effects of decisions on the organization and on other organizations as well as how external factors impact the organization. Acts as a change agent by initiating and supporting change within the agency. Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Recognizes and appreciates diversity. Creates synergistic teams using strengths of all team members. Delegates effectively, sharing both responsibility and accountability. Empowers employees and trusts others to perform without micro-managing. Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others.

Results Oriented: Plans effectively to achieve or exceed goals, sets and meets deadlines.

Identifies, analyzes, and solves problems. Develops standards of performance and knows what and how to measure. Uses change management skills to bridge the gap between current and desired performances. Pushes self and others for results.

Resource Management: Acquires, effectively and efficiently administers, and allocates human, financial, material, and information resources.

Demonstrates ability to plan, prioritize, and organize. Works to develop and implement strategic planning for the agency. Assesses current and future staffing needs based on organizational goals and budget realities. Recruits, develops, and retains a diverse workforce.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Directs nursing practice in assigned area of responsibility.
2. Participates in introducing new approaches to health care delivery.
3. Supervises and assists lower-level health care staff.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Participates in fulfilling the responsibilities of the Nurse IV.

Directs nursing practice in assigned area of responsibility.
Collaborates with others to achieve organizational goals.

Participates in influencing attitudes, modifying behavior, and introducing new approaches to health care delivery.

Provides a teaching atmosphere conducive to the learning of new concepts and skills.

Provides guidance to colleagues, allied personnel, and consumers of health care.

Conducts research of clinical nursing practice through the development and testing of relevant theories with evaluation and implementation of research findings for nursing practice.

Ensures standards of care are maintained and incorporates new approaches to health care delivery.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.